

FIRE PREVENTION PRACTICE #1-12

August 6, 1998

TO: All Fire Prevention Staff

FROM: Fire Marshal Steven Zaccard

SUBJECT: PRE-INCIDENT PLANNING PROGRAM

"THIS PRACTICE IS TO SERVE AS A PROCEDURAL GUIDE FOR YOU TO FOLLOW. EXCEPTIONS TO THIS PRACTICE SHALL BE APPROVED BY THE FIRE MARSHAL THROUGH YOUR SUPERVISOR".

Attached is a copy of Standard Operating Procedure #1001.3 about the Pre-Incident Planning Program. The portions most relevant to Fire Prevention are underlined. Fire Prevention's role is to identify properties that should have such a formal Pre-Incident Plan developed by Fire Operations.

Inspectors who can identify properties that meet the criteria in the SOP should report them to their supervisor. The supervisor should evaluate the applicability of the property to the program, and if appropriate, submit a request to Pre-Incident Plan the property to the District Fire Chief responsible for administering the program in the Fire Operations Division, via E-mail. Copy me on the E-mail.

Also attached is a brief article entitled *The Company "WALK THROUGH"*, a blank *Target Property Pre-fire Plan* form, and a completed pre-fire plan form for your information.

cc: Cary Trudeau
Cindy Menten
Peter Pream